

MINUTES OF A REGULAR MEETING OF THE CITY
COUNCIL OF THE CITY OF COEUR D'ALENE, IDAHO,
HELD AT THE LIBRARY COMMUNITY ROOM

January 2, 2024

The Mayor and Council of the City of Coeur d'Alene met in a regular session of said Council at the Coeur d'Alene City Library Community Room on January 2, 2024 at 6:00 p.m., there being present upon roll call the following members:

James Hammond, Mayor

Dan Gookin) Members of Council Present
Kiki Miller)
Dan English)
Woody McEvers)
Amy Evans)

Christie Wood) Members of Council Absent

CALL TO ORDER: Mayor Hammond called the meeting to order.

INVOCATION: Bishop Brian King of the Prairie Ward Congregation, Church of Jesus Christ of Latter-day Saints, provided the invocation.

PLEDGE OF ALLEGIANCE: Councilmember Miller led the pledge of allegiance.

A presentation regarding the update on Development Impact Fee Capital Improvement Plans and the Impact Fee Study was provided by Melissa Cleveland, Welch Comer Senior Project Manager. She noted that the purpose of the update was to explain modifications to the CIPs and changes in methodology since November, to provide an example of land uses and associated fees, and to gather Council feedback before the next public hearing. She explained that the Parks CIP has been revised to reduce costs, set the level of service at around 4 acres/1000 people, and revised the assumptions regarding park users, which changes the growth's share of improvements to existing parks. This resulted in the Parks fees being reduced from \$983.00 to \$535.40 per customer per unit (including both Residential and Non-residential customers), and from \$1,654.00 to \$620.46 per customer unit (including non-Residential customers). They have also removed the planning for the Julia Street overpass from the Transportation CIP and reviewed trip generation for some land uses, which resulted in a lower transportation cost. She reviewed the Fire (nonresidential per square foot consistently applied) and Police impact fees, noting that the Police impact fee has slightly increased. The maximum defendable fee is shown in the summary of the study, which is lower than previously presented. She provided examples of a hotel, restaurant, apartment, and cottage home. Ms. Cleveland noted the proposed annexation fee remains the same. She requested feedback from the Council regarding charging the non-residential Parks fee. The next hearing will be held January 16, 2024.

Councilmember McEvers noted that the City of Coeur d'Alene appears to be less expensive than most comparative cities and that transportation seemed low comparatively and wondered why, with Ms. Cleveland stating that the City costs appear to be in the middle of the compared cities. Councilmember McEvers clarified that the City can't take more than the study recommends but can charge less. Ms. Cleveland noted that sometimes cities will find grants or other revenue sources to justify lowering fees in the future. Councilmember English felt the City was a good bargain for the services provided. He noted that since last meeting he has looked at the old Museum site and would like it to be utilized by the City in the future. Councilmember Gookin appreciated that the Julia Street overpass was removed and would not like hotels, restaurants, and office spaces to pay Parks fees. He further asked when the fees would be increased, with Ms. Cleveland noting review should occur annually and it is recommended to approve an annual escalator, based on construction cost index. Councilmember Gookin asked that they show how the fees would have been increased over the past 20 years with an annual escalation at the next hearing. The Mayor noted that a whole different fee structure would be presented if we had increased them over the years. Councilmember Miller stated that she believes the Parks fees should be charged to the hotels, as the parks are a tremendous amenity for the hotel users and she believes the more visitors to the parks means less space for residents, so more parks will be needed for the residents and should be part of the CIP. Ms. Cleveland noted that there is a new park planned in the northwest region, known as the Trails Park, and additional land acquisition will likely be in the northern part of the City. Councilmember Miller noted that the parks have been paid for by the citizens and they should get help going forward. She asked if the CIP plan list is in priority order and if the police substation can be amended, with Ms. Cleveland noting it can be modified and that they made the substation item less specific, so the Council has flexibility. Councilmember Evans asked for clarification of the BLM park adjustments, removing the docks and boardwalks, with Ms. Cleveland clarifying the docks are now constructed and no longer eligible and boardwalks were pulled out by the Parks Director.

CONSENT CALENDAR: Motion by McEvers, second by Miller, to approve the consent calendar.

1. Approval of Council Minutes for December 19, 2024.
2. Approval of Bills as Submitted.
3. Setting of the General Services/Public Works Committee Meeting at Noon on January 8, 2024.

ROLL CALL: Gookin Aye; Evans Aye; English Aye; Miller Aye; McEvers Aye. **Motion Carried.**

OATHS OF OFFICE: City Clerk Renata McLeod administered the oath of office to re-elected Councilmembers Dan English and Dan Gookin.

RECESS: Mayor Hammond called for a recess at 6:40 p.m., reconvening at 6:48 p.m.

ROLL CALL: Mayor Hammond asked for the Council attendance to be noted in the minutes. Council members present being:

Woody McEvers)
Amy Evans)
Dan English)
Kiki Miller)
Dan Gookin)

Christie Wood) Member of Council absent

ELECTION OF COUNCIL PRESIDENT:

DISCUSSION: Councilmember McEvers noted that he has been the Council President for a while and wondered if there were other duties that should be included in the role. City Attorney Randy Adams noted that the Council President should fulfil the role of Mayor in his absence and whatever duties the Council may assign.

Motion by Evans, seconded by Miller to elect Councilmember McEvers as Council President.
Motion Carried.

COMMITTEE APPOINTMENTS: Mayor Hammond noted that Committee assignments will remain the same, noting that the duty of Councilmembers on various committees is to represent the Council as a whole before those committees and to bring information about the work of those committees back to the Council. Any input an individual Councilmember may have while participating on a committee is merely the expression of their personal opinion and is not a commitment of the City. All decisions, of course, require full Council consideration. The assignments are as follows: “General Services/Public Works Committee.” The first grouping of Council will attend the first meeting of the month and will include Amy Evans as Chairman, Christie Wood, and Dan English. The attendees of the second meeting of the month will include Woody McEvers as Chairman, Dan Gookin, and Kiki Miller. Mayor Hammond noted that if the Council wants other seat assignments throughout the year to let him know, and changes will be done by seniority.

The other committee assignments are as follows:

- Councilmember Wood: Tubbs Hill Foundation liaison; Parks Foundation liaison; Sick Leave Bank; Parks and Recreation Commission
- Councilmember Evans: Arts Commission; Ped/Bike Committee; City Legislative Committee; Kootenai Connect (formerly CDA2030); and ingite cda
- Councilmember Gookin: KMPO
- Councilmember McEvers: CDA TV; EMS Board; and Lake City Center Liaison
- Councilmember English: Parking Commission; ignite cda
- Councilmember Miller: Library Board; and the Historic Preservation Commission; City Legislative Committee; Kootenai Connect; Association of Idaho Cities Board of Directors; and Joint Chambers Public Policy Committee and North Idaho Building Contractor’s Association (NIBCA)

The Mayor will continue to serve as the City's representative to CDA Area Economic Development Corporation (Jobs Plus) and the Governor's Workforce Development Council.

RESOLUTION NO. 24-001

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN AGREEMENT WITH BILLING DOCUMENT SPECIALIST (BDS) FOR UTILITY BILL STATEMENT (PRINT AND MAIL) AND ELECTRONIC PAYMENT SERVICES.

STAFF REPORT: Accountant Stephanie Padilla noted that she is requesting Council approve an agreement with Billing Document Specialist (BDS) for utility bill statement services (print and mail, and electronic payment) for approximately \$14,150.00 in February of 2024, and the amount of approximately \$13,500.00 per month thereafter. She explained that this will accomplish the auto billing and payment option that the community has been requesting. With BDS, utility bill customers will have the option to log in online and pay their bill each month, or establish an automatic bill pay where the amount of their utility bill will be automatically debited from their bank account or charged to their debit/credit card. The processing fees will continue to be paid by the user at the extremely low rate of 2.35% or \$2.00 minimum. BDS was chosen as they are located in Caldwell, Idaho and is able to provide customer service to both City staff and the constituents of the City. She explained that the agreement included a three-year renewable term for the printing and mailing of City utility bills, hosting a web-based online payment system that will allow customers to view current and past utility bill statements, establishing automatic monthly withdrawals or one-time payments, and/or allowing customers to establish text message or email reminders and pay their bill from text or email. BDS will also provide merchant services so that debit/credit card payments can still be made in person. The one-time purchase of ten card-reading terminals is \$650.00. The monthly utility bill statement print and mail fee will decrease as utility bill users register for paperless billing and automatic bill pay. It is projected that, for the months of February and March 2024, the monthly fee paid by the City will be approximately \$13,500.00. This amount includes the printing and postage of a full-page utility bill statement at the low cost of \$0.68 each. In the summer months, approximately 20,110 utility bills are processed each month and, at this negotiate rate, the highest monthly fee would be \$13,675.00. However, it is anticipated that by June of 2024 there will be at least 300 utility bill users signed up for e-statements, reducing the monthly fee. A reduction in current City expenses will be recognized in staff time, postage, printer ink, and current postcard product, all while providing the automatic monthly payment benefit to the citizens of Coeur d'Alene. She noted that, in order to provide our utility bill statement users with the option to start automatic bill pay by March of 2024, it is necessary to engage these services with BDS now.

DISCUSSION: Councilmember Miller asked if staff had reviewed the security risk, with Stephanie noting that it is hosted at a secure site by BDS and was approved by our IT division. Councilmember McEvers asked what our current costs were with Ms. Padilla noting that we will only be charged the \$.68 per mailing per the contract. However, the City currently has hard costs of card stock, postage, and ink at a yearly cost of \$107,293. Additionally, as soon as there are electronic sign ups, all costs to the City will be reduced. Councilmember McEvers noted that

other departments contribute to the mailing and asked if they will continue, with Ms. Padilla noting there will be prorated costs to the enterprise funds. Councilmember McEvers noted that he appreciated the movement forward. Councilmember Gookin noted that he has been in favor of this service for years, and questioned the processing fee, with Ms. Padilla clarifying that if someone chooses to pay electronically, they will be charged a processing fee, or the ACH fee of \$1.00. Councilmember Gookin noted that the fee is absorbed by the utilities in Post Falls, with Ms. Padilla noting that a rate study could include that in the fees going forward. Mayor Hammond suggested that they work with BDS for a while and revisit the fees based on what savings are in the future. Councilmember English asked if someone can pay the same amount every month, with Ms. Padilla noting that the City does not have comfort billing, but some people self-select an average price and carry the credit forward through the winter for summer high use. Mayor Hammond thanked Ms. Padilla for shepherding the project through and getting it to the finish line.

MOTION: Motion by Miller, seconded by Evans, to approve **Resolution No. 24-001**, approving an Agreement with Billing Document Specialist (BDS) for utility billing statement and electronic payment services.

ROLL CALL: Evans Aye; English Aye; Miller Aye; McEvers Aye; Gookin Aye. **Motion Carried.**

RESOLUTION NO. 24-002

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING CHANGE ORDER #1 TO THE CONTRACT WITH WOOD BOAT BUILDERS LLC, D/B/A STANCRAFT CONSTRUCTION GROUP, RELATED TO THE STREETS AND ENGINEERING BUILDING REMODEL PROJECT, IN THE AMOUNT OF \$55,005.19.

STAFF REPORT: Streets and Engineering Director Todd Feusier noted that the Council approved the Streets & Engineering Building Remodel Project on October 3, 2023. Shortly thereafter, demolition began and the Project progressed according to schedule. The requested change order includes unforeseen items that surfaced as demolition began, such as restroom fixtures that could not be retained and reused, additional exterior concrete work that was unable to be completed by staff, and other items such as studs to be replaced that were found after the removal of the drywall. The changes also will result in an increase in the Contract time of ten (10) days, with substantial completion expected by May 8, 2024. The total cost of the change order is \$55,005.19, with the funds coming from the current Streets & Engineering Building Remodel budget. He mentioned that there will be another change order regarding the upstairs fire corridor in the near future.

DISCUSSION: Councilmember McEvers noted that he appreciates the project and the items that were able to keep for a savings.

MOTION: Motion by Gookin, seconded by English, to approve **Resolution No. 24-002**, approving Change Order #1 to the Contract with Wood Boat Builders LLC, d/b/a Stancraft

Construction Group, Related to the Streets & Engineering Building Remodel Project in the amount of \$55,005.19.

ROLL CALL: Miller Aye; McEvers Aye; Gookin Aye; Evans Aye; English Aye. **Motion Carried.**

RESOLUTION NO. 24-003

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE POLICE DEPARTMENT TO APPLY FOR A CY 2024 EDWARD BRYNE MEMORIAL JUSTICE ASSISTANCE GRANT IN THE AMOUNT OF \$35,000.00 AND, IF AWARDED, TO ACCEPT THE GRANT FOR THE PURCHASE OF TWO (2) VIGILANT MOBILE AUTOMATED LICENSE PLATE READER CAMERA SYSTEMS AND RELATED EQUIPMENT.

STAFF REPORT: Captain Dave Hagar noted that he is requesting the City Council to approve a request to allow the Coeur d'Alene Police Department to apply for a CY 2024 Edward Byrne Memorial Justice Grant (JAG) in the amount of \$35,000.00 and, if awarded, accept the grant for the purchase of two (2) Vigilant mobile ALPR (Automated License Plate Reader) camera systems and related equipment for marked patrol units. He explained that the department has been using this form of technology since 2007 and has been awarded similar grants throughout the years. The hardware is still in use to this day, but we have used this type of equipment in a mobile function on our police vehicles since 2011. The Department has used this equipment for instances like stolen vehicles passing through area, homicide investigations, and other major incidents. This equipment has been invaluable in community caretaking and safety, such as locating missing people and dangerous offenders passing through the area. The equipment and software will continue to improve our regional agencies' quick access to data in order to take appropriate action or assist in investigations at a later date. If the grant is awarded, all costs associated with this project will be paid for, causing no additional financial need in the current budget cycle. There is no match to this one-year grant.

DISCUSSION: Councilmember McEvers asked if the City has purchased these cameras outside of grants, with Mr. Hagar noting that they have and have also planned the use of this technology regionally, but they try to get the grants as there is no match.

MOTION: Motion by Gookin, seconded by McEvers to approve Resolution No. 24-003, Authorizing the Police Department to apply for and if awarded, accept the CY 2024 Edward Byrne Memorial Justice Grant (JAG) \$35,000.00 grant to acquire two Vigilant mobile ALPR (Automated License Plate Reader) camera systems and equipment. for marked patrol units.

ROLL CALL: McEvers Aye; Gookin Aye; English Aye; Evans Aye; Miller Aye. **Motion carried.**

LEGISLATIVE PUBLIC HEARING O-2-23: ADOPTION OF AMENDMENTS TO COEUR D'ALENE MUNICIPAL CODE TITLE 14 (DEVELOPMENT IMPACT FEE).

STAFF REPORT: City Attorney Randall Adams explained Development impact fees are collected to ensure that new development bears a proportionate share of the cost of system improvements required to accommodate new development. The City of Coeur d'Alene started collecting impact fees in 1993 and the fees were last updated in 2004. The Development Impact Fee Ordinance (Title 14) was last updated in June 2023 to incorporate the collection of Kootenai County Emergency Medical Service System (KCEMSS) fees. No other changes have been made to the ordinance since 2004. Mr. Adams noted that the state code has been amended six times during the past 27 years. The City has been working with a consultant team to update the impact fees and a public hearing is scheduled for January 16 for the adoption of the Capital Improvements Plan for Parks, Transportation, Police and Fire in support of the development impact fees, and adoption of the new fees, including adoption of the Development Impact Fee Study. Adoption of the proposed amendments to the Ordinance will allow the City to adopt the Development Impact Fee Study and associated development impact fees at a later date and allow fees to be collected. The City Council will adopt the new fees and they can be adjusted on an annual basis based on an escalation factor, such as the Engineering News Record (ENR). He clarified that adoption of this ordinance amendment does not set the fees, as those fees will be adopted after public hearing testimony has been received on January 16, 2024. The proposed amendments to Title 14 bring the City Code into compliance with the Idaho Development Impact Fee Act, Title 67, Chapter 82, Idaho Code, as well as removing outdated references to the old studies. The amendments clarify the exemptions to the development impact fees, how the fees will be collected, how the fees will be calculated, the administration of the fees, the process for credits and reimbursements, and other procedures. The amendments make only grammatical modifications to the recent addition to the Code related to the KCEMSS impact fees (Chapter 14.17) and several grammatical amendments throughout Title 14.

DISCUSSION: Mayor Hammond asked if the escalation clause would still have to be heard before the Council, with Mr. Adams noting it would come forward annually similar to the other fees. Councilmember McEvers clarified that quadrants will go away, with Mr. Adams noting its removal is included in the amendments proposed tonight. Councilmember Miller asked if it would be beneficial to include in the motion to conduct an annual review of the fees, with Mr. Adams clarifying that the annual automatic increase would be included in the fee Resolution and That Council could ask for a review at any time, so it would not need to be included in the motion.

Mayor Hammond opened the public testimony portion of the meeting with the clerk swearing in those that gave testimony.

Suzzane Knutson, Coeur d'Alene, noted that she agrees with an annual review of the impact fees. She felt that there should be different designations for smaller dwellings and that annual reviews should help with housing affordability. She expressed concern with not getting impact fees for parks from hotels, as she believes the funds would help with refurbishing parks bathrooms to make more accessible and help to add more accessible play structures to parks.

COUNCIL BILL NO. 24-1000

AN ORDINANCE PROVIDING FOR THE AMENDMENT OF COEUR D'ALENE MUNICIPAL CODE TITLE 14, DEVELOPMENT IMPACT FEE; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF.

MOTION: Motion by McEvers, seconded by Evans, to dispense with the rule and read **Council Bill No. 24-1000** once by title only.

ROLL CALL: McEvers Aye; Gookin Aye; English Aye; Evans Aye; Miller Aye. **Motion carried.**


MOTION: Motion by McEvers, seconded by Evans, to adopt **Council Bill 24-1000**.

ROLL CALL: McEvers Aye; Gookin Aye; English Aye; Evans Aye; Miller Aye. **Motion carried.**


ADJOURNMENT: Motion by McEvers, seconded by Miller that there being no other business this meeting be adjourned. **Motion carried.**

The meeting adjourned at 7:40 p.m.

ATTEST:



Renata McLeod, CMC
City Clerk



James Hammond, Mayor